

## Safety and Cleanliness

### 306.1 POLICY

The Watch Commander on each shift is responsible for a level of safety and cleanliness which will insure the health and safety of inmates, staff, and the general public. (Section 1280, Title 15, California Code of Regulation)

### 306.2 GENERAL

**Specific areas of responsibility shall include, but are not limited to:**

- The booking area
- All office areas
- The front lobby and rest room areas
- All inmate housing areas

**The graveyard Watch Commander shall additionally insure the cleanliness of the following areas:**

- The classrooms
- Staff Bathrooms
- Conference room
- The staff locker rooms
- Heavy cleaning of all areas
- The court overpass and holding areas
- All interview rooms
- Stairwells
- Phase 4
- Search Sally
- Vehicle Sally

All staff members shall be responsible for ensuring the cleanliness of their assigned duty stations.

Inspections will be required in specified areas to insure cleanliness and the correction of maintenance problems at the earliest possible opportunity, as follows:

- The Correctional Plant Manager is responsible for checking the kitchen and storage areas on a daily basis.
- The supervising cook will inspect the kitchen and staff dining area on each shift.

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- The laundry operator is responsible for and shall inspect the laundry room.
- Engineering personnel are responsible for the maintenance office and related storage areas.
- Engineering personnel shall inspect the maintenance and boiler areas on a regular basis to insure they are in a clean and safe condition.
- Engineering personnel shall inspect the emergency generator and fire pump on a weekly basis to insure it is in a safe and operable condition.
- The Facility Manager shall inspect on a regular basis to insure the standards of health and safety are maintained.
- Each Watch Commander will be responsible for facility cleanliness.

### **The facility is subject to additional inspections by the following:**

- The State Board of Corrections
- The Environmental Health Department
- The Environmental Health Services
- The Juvenile Justice Commission
- The State Fire Marshal
- The County Grand Jury
- The County Board of Supervisors
- The U.S. Marshal Service
- The U.S. Border Patrol

### **306.3 ASSIGNED DUTY STATIONS**

All staff members shall be responsible for ensuring the cleanliness of their assigned duty stations.

Inspections will be required in specified areas to insure cleanliness and the correction of maintenance problems at the earliest possible opportunity, as follows:

- The Correctional Plant Manager is responsible for checking the kitchen and storage areas on a daily basis.
- The supervising cook will inspect the kitchen and staff dining area on each shift.
- The laundry operator is responsible for and shall inspect the laundry room.
- Engineering personnel are responsible for the maintenance office and related storage areas.

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- Engineering personnel shall inspect the maintenance and boiler areas on a regular basis to insure they are in a clean and safe condition.
- Engineering personnel shall inspect the emergency generator and fire pump on a weekly basis to insure it is in a safe and operable condition.
- The Facility Manager shall inspect on a regular basis to insure the standards of health and safety are maintained.
- Each Watch Commander will be responsible for facility cleanliness.